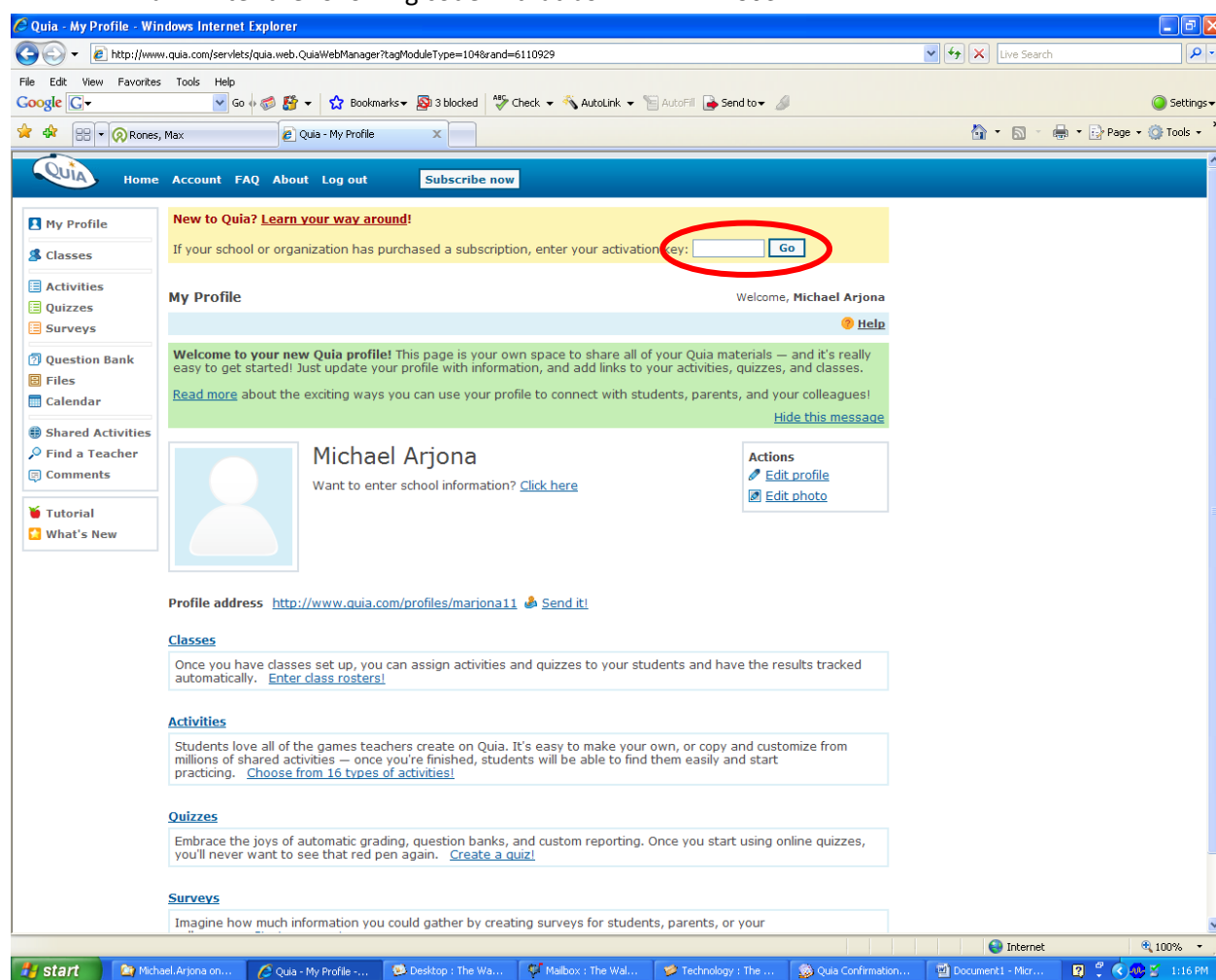


Instructions for Quia

Logging into Quia.com for the first time:

1. Go to www.quia.com/newuser.html
2. Fill out the information on this page:
 - a. Choose “instructor” for account type
 - b. Use your First Class login information as your username and password
 - c. Click “Create New Account” when finished
3. You now have a Quia account.
4. At the top of the page, there is a box highlighted in yellow at the top of the page which says: “If your school or organization has purchased a subscription, enter your activation key:”
 - a. Enter the following code in that box: WALKER893



5. Your account is now fully active

Logging into Quia regularly

1. Go to www.quia.com/web
2. Click on “Enter Quia”

Creating a Survey from scratch

1. Once you are logged into your account, click on “Surveys” on the left-hand menu.
2. Click “Create a new survey”
3. Give your survey a title.
4. Under “Section 2: Questions,” you can start adding survey questions.
 - a. Choose the type of question you want to add (multiple choice, rating scale, free response) and click “Add”

Quia - Edit - AP Economics Student Evaluation - Windows Internet Explorer

http://www.quia.com/servlets/quia.activities.common.ActivityEditor?AE_rand=2025437126&AE_stateKey=tfa10_38518850_8KD8BH7X_38788tagD8CRmoveDataBlock_db1=trn

File Edit View Favorites Tools Help

Google Go 3 blocked Check AutoLink AutoFill Send to Settings

PowerSchool Quia - Edit - AP Economic...

Quia Home Account FAQ About Log out Subscribe now

My Profile Classes Activities Quizzes Surveys Question Bank Files Calendar Shared Activities Find a Teacher Comments Tutorial What's New

Surveys >> Edit - AP Economics Student Evaluation Welcome, Michael Arjona

Section 1: Title and Description ? Help

Title AP Economics Student Evaluation

Description +

+ HTML and LaTeX supported

Section 2: Questions ? Help

There are 0 questions in this survey.

Add 1 multiple select questions to this survey. Add

Section 3: Settings ? Help

Enabled / Disabled

☒ Enable this survey

Survey display

☐ Randomize question order

☒ Display question numbers

Choose a background and text color for your survey:

☐ Black on white
 ☐ Black on blue
 ☐ Black on orange
 ☐ Black on pink
 ☐ Navy on quartz
 ☐ Navy on yellow
 ☐ Navy on green
 ☐ Black on brown

Done Internet 100% 1:41 PM

- b. Then write your question and the answer choices (if necessary) and then continue to add questions using the process above.

5. Under “Section 3: Settings”
 - a. Choose whether you want your survey “enabled.” This means that students can access it. You can always enable it later when you are ready for students to access it.
 - b. Choose the survey display style that you want.
 - c. Decide whether you want the students to enter their names or not, and whether you want them to have to enter a “secret word” to be able to access the survey.
6. Click “Done” when you are finished writing your survey.
7. The next page will show you the URL for your survey. That is the URL that students go to take the survey or evaluation (they enter that URL in their web browser).

Copying a Survey from another Walker teacher

1. Once you are logged into your account, click on “Surveys” on the left-hand menu.
2. Then click on “Network” – it is in the middle of the page with a folder next to it.

The screenshot shows the Quia Surveys web application in a Windows Internet Explorer browser. The address bar shows a URL from quia.com. The page has a blue header with navigation links: Home, Account, FAQ, About, Log out. A sidebar on the left contains a menu with items like My Profile, Classes, Activities, Quizzes, Surveys, Question Bank, Files, Calendar, Shared Activities, Find a Teacher, Comments, Tutorial, and What's New. The main content area is titled 'Surveys' and includes a 'Welcome, Michael Arjona' message. Below this, there's a 'Create a new survey' button and a 'Sample activities' link. A 'Network' section is highlighted with a red circle, showing a folder icon and the text 'Network' with a 'What's this?' link. Below the network section is a 'My Surveys' section with a table listing surveys. The table has columns for Title and URL, Count, and Other. Two surveys are listed: 'Alumni Survey' and 'AP Economics Student Evaluation'. At the bottom, there's a 'Key' section with icons for E-mail, Copy, Export results, Delete, Disabled, and Shared on your organization's Network.

Title and URL	Count	Other
Alumni Survey http://www.quia.com/sv/225759.html	0	Edit Assign Stats
AP Economics Student Evaluation http://www.quia.com/sv/228461.html	0	Edit Assign Stats

3. Click on the “Department” folder to find the teacher by department or click on “Entire Network” to find the teacher by name.
4. Once you have found the teacher from whom you want to copy a survey, click on that teacher’s name.
5. The list of surveys that they created is below their name.

6. On the right hand side is a small green icon listed labeled “Copy.”
7. Click on that icon to copy that survey to your account.